



**CALIFORNIA
AIR
RESOURCES
BOARD**



**OFFICE OF
THE
SECRETARY**

**DEPARTMENTAL TRANSFER
EXAMINATION FOR CALIFORNIA
STATE EMPLOYEES**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAM

EXAM CODE: 7AR45

HOW TO APPLY

You must complete and submit the [Staff Services Analyst \(SSA\) - Request for Transfer Exam form](#) to:

AIR RESOURCES BOARD
Personnel/Examination Section
1001 "I" Street/P.O. Box 2815
Sacramento, CA 95812

If you have a disability and need special testing arrangements, mark the appropriate box on the SSA Request for Transfer Exam form. You will be contacted to make specific arrangements.

FILING PERIOD: Applications will be accepted continuously.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

TESTING PERIOD: Unsuccessful candidates must wait twelve months before testing.

WRITTEN EXAM

It is anticipated that written exams will be given semi-annually, JANUARY/JULY.

SALARY RANGE:

RANGE A: \$2724-\$3313 per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

RANGE B: \$2950-\$3586 per month. This range shall apply to persons who have satisfactorily completed the equivalent to six months of Staff Services Analyst (General) or Staff Services Analyst, Fair Political Commission, or Management Services Technician (Range B), and may apply to persons who have the equivalent of six months of satisfactory experience outside of State service performing analytical personnel, budget, or administrative duties similar to those of a Staff Services Analyst.

RANGE C: \$3538-\$4300 per month. This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed the equivalent of 12 months of Staff Services Analyst (Range B) or Staff Services Analyst, Fair Political Practices Commission (Range B), experience; and may apply to persons who have equivalent of 18 months of satisfactory experience outside State service performing analytical personnel, budget, or administrative duties similar to those of Staff Services Analyst (General).

COMPETITION LIMITED TO STATE EMPLOYEES

This is a transfer examination for the Air Resources Board (ARB) and California Environmental Protection Agency (Cal EPA). Competition is limited to ARB and Cal EPA employees who meet the requirements to laterally transfer into the SSA classification. State Personnel Board Rules 425, 430-433, 435, and 444 contain general provisions for lateral transfer.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements to laterally transfer into the SSA class by the date you submit your SSA Transfer Exam Request Form. Appropriateness of lateral transfer into the SSA class will be verified by personnel upon receipt of the completed SSA Transfer Exam Request Form.

THE POSITION

The Staff Services Analyst studies the principles and techniques of the area of work to which assigned and, under supervision, applies them; participates in analytical studies of organization, procedures, budgetary requirements, and personnel management; gathers, tabulates, and analyzes data; draws organization, workload, and other charts; interviews and consults with departmental officials, employees, and others to give and secure information; prepares reports and makes recommendations on procedures, policies, and program alternatives; reviews and analyzes proposed legislation and advises management on the potential impact; makes decisions on financial, personnel, and other transactions of average complexity; works as a field representative in intergovernmental negotiations; and prepares correspondence.

Position(s) exist in Sacramento and/or El Monte.

EXAMINATION INFORMATION

The examination will consist of a written test weighted pass or fail. A passing score on the written transfer exam is indefinite. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

WRITTEN TEST SCOPE:

1. Quantitative Analysis
2. Data Analysis and Interpretation
3. Workload Management/Project Management Scenarios

ELIGIBLE LIST INFORMATION

A departmental eligibility list will be established for the California Air Resources Board.

VETERANS PREFERENCE CREDITS AND CAREER CREDITS are not granted in transfer examinations.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAM
JY20-5157 EXAM CODE: 7AR45

FINAL FILING DATE: CONTINUOUS

GENERAL INFORMATION

"**The energy challenge** facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website at www.arb.ca.gov."

It is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Martha Zarate at (916) 327-2954** three days prior to the written test date if they have not received their notice.

For an examination without a written feature it is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Martha Zarate at (916) 327-2954** three weeks after the final filing date if they have not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be scheduled upon written request.

The Air Resources Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which the examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be extended as conditions warrant.

For specific examination questions, contact the Exam Unit at (916) 327-2954.
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.